

Internal Quality Assurance Cell

Minutes of the Meeting and Action Taken Report
2019-20

Circular

04/06/2019

The First Meeting of IQAC will be held on 10/06/2019 in the conference room. All members of IQAC are requested to attend.



IQAC Coordinator



Chairperson IQAC

The agenda of the meeting:

1. Formation of IQAC
2. Theme and plan for 2019-20
3. National conference in September, 2019
4. Recommendations from various departments and associations
5. Any other matter with the permission of the chairperson

Minutes of the Meeting of IQAC held on 10/06/2019

The first meeting of IQAC for academic year 2019-20 was held on 10/06/2019 at 11:30 a.m. in the Conference Room of the college.

Members present:

Name
• Dr. Sridhar Shetty, Principal and Chairperson IQAC
• Dr. Liji Santosh, Vice Principal and Coordinator IQAC
• Prof. Sandesh Shetty – Vice Principal
• Ms. Smitha Ravindranath
• Ms. Nidhi Chandorkar
• Ms. Kalpana Rai Menon
• Prof. Sahana Ravi Prasad
• Dr. Tushar Sambare
• Mrs. Rohini Shetty
• Ms. Disha Deliwala
• Ms. Prachi Agarwal
• Mr. Dilip Khemani
• Ms. Asha Shetty
• Ms. Divya Shaj

The agenda of the meeting:

1. Formation of IQAC
2. Theme and plan for 2019-20
3. National conference in September, 2019
4. Recommendations from various departments and associations
5. Any other matter with the permission of the chairperson

The following points were put forth, discussed and accepted in the meeting:

Agenda 1: Formation of the Team

Principal revisited the formation of the team and changed the student member of the team and remaining team he kept as intact.

**Bunts Sangha's S. M. Shetty College of Science, Commerce and Management
Studies, Powai**

Internal Quality Assurance Cell (IQAC) 2019-20

• Dr Sridhar Shetty, Principal	- Chairperson
• Mr. Nityanad Hegde	- Management Representative
• Mr.Javed Khan	- Entrepreneur
• Mrs. Vijeta Shetty	- Educationist
• Mr. Venkataramani	- Academic Advisor
• Mrs. Elsy Gabriel	- Local representative
• Dr. Liji Santosh, Vice Principal	- Coordinator, IQAC
• Prof. Sandesh Shetty	- Vice Principal
• Ms. Smitha Ravindranath	- Librarian
• Prof. Sahana Ravi Prasad	- Head, Parent Teacher Association
• Dr. Tushar Sambare	- Examination committee in-charge
• Mrs. Rohini Shetty	- Sports Representative
• Prof. Kalpana Rai Menon	- In charge, Grievance Redressal Cell
• Prof. Nidhi Chandorkar	-Faculty
• Ms. Prachi Agarwal	- Faculty Member
• Ms. Disha Deliwala	- Website Committee in charge
• Mr. Dilip Khemani	- Registrar
• Ms. Asha Shetty	- Sr.Clerk
• Mr. Armand D'Costa	- President, Alumni Association
• Ms. Divya Shaj	- Student Representative

Agenda 2 : Theme and planning for academic year 2019-20

Theme: The members discussed the theme and finalised the theme as

“Greening the Blue with Millenials” and the team committed to organise events accordingly

The proposed programmes of IQAC for the academic year 2019-2020

- Theme of the year
- NAAC preparations
- Teacher enrichment programmes

- Extension activities in association with University of Mumbai
- Research activities for Students and teachers – in collaboration with university of Mumbai
- Parental workshop
- Collaboration with leading Indian Colleges
- International Collaboration
- Faculty Development Programmes
- Workshop for non-teaching staff on advanced Excel
- National Conference in Information Technology
- International Conference on Multidisciplinary area
- Audits –Administrative, Gender, Green and Library
- ISO Audit
- NIRF Participation
- Incubation centre development measures
- More certificate and valued added courses by each department
- Wellness for staff and students
- Alumni Meet

Agenda 3: National conference in September,2019 – IQAC in collaboration with department of Information Technology will be organising a national conference on Changing Scenario on IT: challenges and prospectus. Dr.Tushar Sambhare will be the conference convenor and papers will be published in peer reviewed journal.

Agenda 4: Recommendations from various departments and associations

Infrastructure

1. Admission Automation.
2. Renovation of classrooms of 6th floor to have better ambience.
3. Replacing conventional lighting with LEDs.
4. Workstations for Physical Director, NSS Program Officer, DLLE in-charge & WDC convenor.

Academics

1. Permanent affiliation to B.Com Programme.
2. Encouraging teachers to take up minor research projects.
3. Applying for Ramkrishna Bajaj National Quality Award.
4. MOUs with reputed institutions.
5. Multidisciplinary International Conference.
6. Capacity building programs for teaching & non-teaching staff.
7. Participation in NIRF.
8. Research Methodology workshop for teachers.
9. Parental & Alumni Workshop.

Agenda 5: Any other matter with the permission of the chairperson-The following was worked out for the NAAC preparation:

A session for teachers on NAAC Reaccreditation process: Principal Dr. Sridhara Shetty assured the members that he will be inviting a good resource person to address the staff members

Prof. Sandesha Shetty read out the certificate courses proposed to conduct during the academic year 2019-20. Following courses were approved by the member

From IT Department

1. Microsoft Certification on (Advanced Excel and Ethical Hacking)
2. International Software Testing Quality Board (ISTQB)
3. Network Security
4. Data Science
5. Basic Computer Application course

From BCOM, BAF, BBI and BMS Departments

1. Financial Markets
2. Digital Marketing
3. Tally ERP 9 with GST
4. National Stock Exchange [NSE] Certification on Financial Markets[NCFM]
5. National Institute of Securities market[NISM] – Mutual Fund Distribution course
6. Direct Taxation
7. Centre of Banking Excellence
8. Commercial Banking

From BMM Department

1. Graphic Designing
2. Script Writing,
3. Editing
4. Documentary Film making
5. Social Media marketing

Ms. Prachi Agarwal, presented the training calendar prepared by the team to the members

**Bunts Sangha's S. M. Shetty College of Science, Commerce and Management
Studies, Powai**

Internal Quality Assurance Cell (IQAC) 2019-20

ACADEMIC TRAINING		
1	Intellectual Property Rights	18 th September,2019
2	Blooms Taxonomy	27 th September,2019
3	E-Content Development – Two days workshop	13 th to 14 th March 2020
4	Research Methodology workshop	11 th April,2020
5	NET/SET Workshop	18 th April,2020
NON ACADEMIC		
6	Teacher as Counsellors	4 th July,2019
7	Emotional Synergy	22 nd October,2019
8	Fire Safety	23 rd November,2019
9	Zumba workshop for teachers	25 th April,2020

Revisit to our website: Dr. Tushar Sambare pointed out the requirement of website modifications to address NAAC related issues especially DVV.

The Principal thanked the members present and appealed to the members to work together for the NAAC reaccreditation process.

Internal Quality Assurance Cell

Circular

01/09/2019

The First Meeting of IQAC will be held on 10/09/2019 in the conference room. All members of IQAC are requested to attend.



IQAC Coordinator



Chairperson IQAC

The agenda of the meeting:

1. Participation in NIRF
2. ISO audit
3. Organizing a multidisciplinary international conference
4. AQAR submission
5. Any other matters with the permission of the chairman

Minutes of the Meeting

The following members were present on 10/09/2019

• Dr Sridhar Shetty, Principal	- Chairperson
• Mr. Nityanad Hegde	- Management Representative
• Dr. Liji Santosh, Vice Principal	- Coordinator, IQAC
• Prof. Sandesh Shetty	- Vice Principal
• Ms. Smitha Ravindranath	- Librarian
• Prof. Sahana Ravi Prasad	- Head, Parent Teacher Association
• Dr. Tushar Sambare	- Examination committee in-charge
• Mrs. Rohini Shetty	- Sports Representative
• Prof. Kalpana Rai Menon	- In charge, Grievance Redressal Cell
• Prof. Nidhi Chandorkar	-Faculty
• Ms. Prachi Agarwal	- Faculty Member
• Ms. Disha Deliwala	- Website Committee in charge
• Mr. Dilip Khemani	- Registrar
• Ms. Asha Shetty	- Sr.Clerk

The agenda of the meeting:

1. Participation in NIRF
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5. Any other matters with the permission of the chairman

IQAC Coordinator welcomed the members to the meeting

Agenda 1: confirmation of minute of the previous meeting held on 10/06/2019

IQAC Coordinator read the minutes of the meeting held on 10/06.2019 and was approved by all members present.

Agenda 2: Participation in NIRF

All the members present for the meeting were agreed to the participation of the college in National India Ranking Framework (2020) NIRF. Dr. Liji Santosh, the IQAC Coordinator was asked to coordinate with Office and do the needful

Agenda 3: ISO Audit

As per the information received from HR of the college, information about the upcoming ISO audit was informed to the members

Agenda 4: Organising a Multidisciplinary International Conference: Principal initiated the talk on a multidisciplinary international conference. and the organising committee was decided in the meeting. The members agreed to organise the conference in the month of March,2020 , with publishing the papers on UGC care list journals.

Agenda 5: AQAR Submission: IQAC Coordinator informed the members that annual submission of AQAR to NAAC will be through NAAC portal for which the registration has been completed. The last date to submit the AQAR is 31st December. All criterion heads were given the task to complete the respective area with the help of the team and submit to IQAC before the last date. AQAR will be presented before CDC during the upcoming meeting

Agenda 6: Any other matters with the permission of the chair

Ms.Nidhi Chandorkar spoke about the upcoming RBNQA team visit in the first week of December, 2019. And the members discussed about the plan

Prinicpal, chairperson of IQAC thanked all members

Internal Quality Assurance Cell

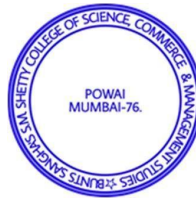
Circular

24/12/2019

The First Meeting of IQAC will be held on 10/01/2020 in the conference room. All members of IQAC are requested to attend.



IQAC Coordinator



Chairperson IQAC

The agenda of the meeting:

1. Confirmation of the minutes of the meeting held on 10/09/2020
2. Functional MOUs
3. New collaborations
4. International Conference
5. Any other matters with the permission of the chairman

Minutes of the Meeting

Following members were present for the meeting:

• Dr Sridhar Shetty, Principal	- Chairperson
• Mr. Nityanad Hegde	- Management Representative
• Dr. Liji Santosh, Vice Principal	- Coordinator, IQAC
• Prof. Sandesh Shetty	- Vice Principal
• Ms. Smitha Ravindranath	- Librarian
• Prof. Sahana Ravi Prasad	- Head, Parent Teacher Association
• Dr. Tushar Sambare	- Examination committee in-charge
• Mrs. Rohini Shetty	- Sports Representative
• Prof. Kalpana Rai Menon	- In charge, Grievance Redressal Cell
• Prof. Nidhi Chandorkar	-Faculty
• Ms. Prachi Agarwal	- Faculty Member
• Ms. Disha Deliwala	- Website Committee in charge
• Mr. Dilip Khemani	- Registrar
• Ms. Asha Shetty	- Sr.Clerk

IQAC Coordinator welcomed the members to the meeting

Agenda 1: confirmation of minute of the previous meeting held on 10/06/2019

IQAC Coordinator read the minutes of the meeting held on 10/09/2019 and was approved by all members present.

Agenda 2. Functional MOUs

Principal informed the members about the functional MOUs we have with Loknete Vyankarrao College, Panchvati Nashik. And he also informed the staff the Dr. Liji Santosh will be visiting the college for a NAAC seminar and she will be charing a session as a part of our collaboration.

Ms. Sahana Raviprasad is appointed as the new chairperson for the steering committee of TISS NUSSD programme. This collaboration we have since 2014 for skill development programmes. This collaboration is also one of our functioning MOUs.

Other functional MOUs we signed in the same academic year are with Red Ribbon club and Kotak Education. Both collaborations are helping to sensitize our students towards societal needs.

Agenda 3. New collaborations: As a part of strengthening the college and benchmarking the best practices of other colleges, our college seeks for a national level collaboration. Principal informed about the new collaboration happening with Saraswat Vidyalaya's Sridora Caculo College of Commerce, Mapusa, Goa . It will be an academic and research collaboration.

Agenda 4. International Conference : A multi disciplinary international conference will be held on 21 st March. Research Papers will be invited for peer reviewed journal. Mr. Sandesha Shetty, will be the conference convenor.

Agenda 5. Any other matters with the permission of the chair

IQAC coordinator informed all the members about the e content development workshop to be held in March 2020 followed by other capacity building programmes for the teachers

Meeting ended with vote of thanks by Nidhi Chandorkar

Internal Quality Assurance Cell

Circular

05/04/2020

The First Meeting of IQAC will be held on 10/04/2020 in the conference room. All members of IQAC are requested to attend.



A handwritten signature in black ink, appearing to be "L. S. S.", written over a horizontal line.

IQAC Coordinator

A handwritten signature in black ink, appearing to be "P. S. S.", written over a horizontal line.

Chairperson IQAC

The agenda of the meeting:

1. Confirmation of the minutes of the meeting held on 10/01/2020
2. E-content development programme
3. Online International Conference
4. Online conduct of Post graduate courses to cover the syllabus
5. Webinars on NAAC
6. Any other matters with the permission of the chairman

Minutes of the Meeting

Following members were present for the meeting:

• Dr Sridhar Shetty, Principal	- Chairperson
• Mr. Nityanad Hegde	- Management Representative
• Dr. Liji Santosh, Vice Principal	- Coordinator, IQAC
• Prof. Sandesh Shetty	- Vice Principal
• Ms. Smitha Ravindranath	- Librarian
• Prof. Sahana Ravi Prasad	- Head, Parent Teacher Association
• Dr. Tushar Sambare	- Examination committee in-charge
• Mrs. Rohini Shetty	- Sports Representative
• Prof. Kalpana Rai Menon	- In charge, Grievance Redressal Cell
• Prof. Nidhi Chandorkar	-Faculty
• Ms. Prachi Agarwal	- Faculty Member
• Ms. Disha Deliwala	- Website Committee in charge
• Mr. Dilip Khemani	- Registrar
• Ms. Asha Shetty	- Sr.Clerk

IQAC Coordinator welcomed the members to the meeting. Principal and Chairperson of IQAC narrated about the ongoing situation of pandemic in the world and requested to embrace changes going to happen in the new normal

Agenda 1: confirmation of minute of the previous meeting held on 10/04/2020.

IQAC Coordinator read the minutes of the meeting held on 10/09/2019 and was approved by all members present.

Agenda 2. E-content development programme

IQAC coordinator Dr.Liji Santosh explained the need for e content development workshop in order to embrace the normal. Dr. Tushar Sambare supported her and taken up the responsibility of organising the programme by department of Information Technology. Sandesha Shetty expressed his views to make it as a national level workshop. The members agreed to organise a two-day national level workshop on e-content development.

Agenda 3 :Online International Conference : The multidisciplinary international conference scheduled on 21st March,2020 had to postpone due to nationwide lockdown announce by Prime minister of India due to Novel Corona Pandemic 2019. Sandesha Shetty, the Convenor of the conference informed the team that the conference will be held online on 21st May,2020. Overall, 206 papers were received for the conference. Zoom was chosen as a digital platform to conduct the conference.

Agenda 4: Online conduct of Post graduate courses to cover the syllabus: The Vice Principal (Academics) informed the members that post graduate courses will be held online to complete the syllabus. Zoom was chosen as a digital platform to conduct the classes.

Agenda 5: Webinars on NAAC: Dr. Liji Santosh discussed the need for uplifting the NAAC work with online sessions with Principal. A series of webinars was attended by members on NAAC organised by IQAC Cluster. Annual Presentations of Departments and committee was also decided to organise online. Members presented agreed to the same.

Agenda 6. Any other matters with the permission of the chairman: Chairman gave best wishes to all members to face the challenging times. The meeting was ended with vote of thanks by Sandesha Shetty.

Internal Quality Assurance Cell

ACTION TAKEN REPORT 2019-20

1. Introduce Additional Certificate courses addressing cross cutting issues like gender, environment, human values and professional ethics:

The value-added courses to enrich curriculum introduced during the academic year were as follows -

From IT Department

1. Microsoft Certification on (Advanced Excel and Ethical Hacking)
2. International Software Testing Quality Board (ISTQB)
3. Network Security
4. Data Science
5. Basic Computer Application course

From BCOM, BAF, BBI and BMS Programmes

1. Financial Markets
2. Digital Marketing
3. Tally ERP 9 with GST
4. National Stock Exchange [NSE] Certification on Financial Markets [NCFM]
5. National Institute of Securities market [NISM] – Mutual Fund Distribution course
6. Direct Taxation
7. Centre of Banking Excellence
8. Commercial Banking

From BMM programme

1. Graphic Designing
2. Script Writing,
3. Editing
4. Documentary Film making
5. Social Media marketing

2. **Collaborations:** Collaboration with Saraswat Vidyalaya's Sridora Caculo College of Commerce, Mapusa, Goa for research , faculty and student exchange programme on 3rd March 2020
3. **University Team visiting college for Permanent Affiliation:** Local Inquiry Committee (LIC) for Permanent Affiliation (B.Com.) visited the college on 14th February 2020. Committee recommended that the college be granted Permanent Affiliation for B.com programme.
4. **Local Inquiry Committee visit:** Local Inquiry Committee (LIC) visited the college on 3rd October 2019. Committee consisted of Dr. Nandita Subroto Roy- Convener, Principal, Gurukul College of Commerce, Ghatkopar, Dr. Suryakant Devidas Koshti, Member from NKTT College, Thane and Mr. Padmakar Namdeorao Mane, Member from DAV College, Bhandup.
5. **Participation in NIRF:** College has participated in National Institutional Ranking Framework 2020 And the report was uploaded on college website.
6. **ISO and Internal Audit** -Annual ISO Surveillance Audit was conducted in the college on 30th September 2019 and compliances were noted and suggestions were put up. Internal Audit was conducted in August/September 2019 by the Internal Audit Committee.
7. **National Conference in Information Technology:** National Conference on Emerging Innovation on Information Technology: Prospects and Challenges on 14th September,2019. Conference proceedings were published with UGC approved journal.
8. **International Conference on Redefining Business in Digital Era: Issues and Challenges** was organised on May 29, 2020. More than 200 papers were received Conference proceedings were published with UGC CARE list journals.
9. **Workshop for Non-teaching staff** on 'Admissions, Enrolment, Eligibility and Examination: Workshop for non-teaching staff of University of Mumbai in association with University of Mumbai was organised on 12th May,2020. Deputy Registrar Mrs. Suvarna Mahadik and Mr. Parag Shimpi from MKCL have conducted sessions for 300 delegates across university of Mumbai. Dr. Vinod Patil Inaugurated the session
10. **Parental Workshop and Annual Alumni Meet:** Parental workshop on Handling the teenagers and annual alumni meet was held in the month of September and January respectively. Alumni association organised a weeklong programme on e – Gurukul a symposium to update our current students and Alumni as Resource persons. Alumni have been engaged for availing their expertise, for mentoring, fundraising, for career support to current students. Several sessions have been organized in this regard. A Mega Alumni Meet was organized on 29th February 2020.
11. **Faculty Development Programme:** IQAC has been conducting faculty development programmes for teaching and non-teaching staff. A session on NAAC reaccreditation process by e- content development, Bloom's taxonomy, Outcome Based Education, NET/SET guidance workshop, Research Methodology workshop to keep teachers updated.
12. **Webinars organised:** Prevailing pandemic in the world brought the world closer to us. IQAC organized several webinars n workshops by using online platforms such as

Intellectual Property Rights, Planetary Peace Meditation, Income Tax lessons for faculty and rainwater harvesting lessons, and Outcome based education.

13. Faculty achievements

- Two Teachers successfully completed the Orientation Programme from UGC HRDC University of Mumbai
- Four teachers are PG recognised teachers now.
- Three teachers received minor research funding notification from University of Mumbai and the funds are due in June 2021 due to pandemic related issues.

14. Infrastructure

- Admission automation
- Renovation of class rooms of sixth floor to have better ambience
- Workstations for Physical Director, NSS Programme Officer, DLLE In-charge, Cultural In-charge

15. Collaborations on social work

- Khushiyaan Foundation with NSS unit for social work for Beach clean-up on 9th October 2019. 141 students participated in various projects of Khushiyan foundation.
- Kotak Education Foundation for volunteering activities: College entered a collaboration with Kotak Foundation for student volunteering for schools in slums and their upliftment.
- Klintec Academy for Clinical Research: A collaboration on Clinical research activities with department of Information Technology

16. Feedback

Standard Format for Curriculum Feedback from stakeholders for each category (Alumni, Students, Employers, Teachers) for reviewing feedback on curriculum was prepared. Post execution, analysis was done, and an Action taken Report was prepared by IQAC.